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Chief, CI

2/25/60

Chief, O&M Staff, DD/P Area

Office Machines Application Study

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1. This staff has completed the study of forms prepared in CI during the processing of requests from Area Divisions for Provisional (POA) or Operational Approvals (OA), Covert Name Checks (CNC) and Special Inquiries. In accordance with your request, this study has been limited to determining the feasibility of applying more advanced office machine techniques to the preparation of these forms.

2. Background:

During the past year, (1 January to 31 December 1959) 5768 C cases were opened in CI. Forms prepared by CI during the processing of these cases totaled 100,233. Individual entries of information on these forms during the same period amounted to 604,622 entries. The preparation and review of these forms was accomplished by five clerical personnel, spending 3145 productive manhours, at a cost of \$8,896.76 per year. (See Tab A)

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3. A request for a POA, OA, CNC or Special Inquiry, is received in CI on a Form 772 (Request for Approval or Investigative Action) or as a memorandum. A biographic sketch or a PRQ Part I will usually be attached to the Form 772 or a requesting memorandum. Upon receipt of a request, a GS-5 Request Clerk prepares a Form 126a, Approval Work Record, a form printed on the inside of the front cover of a legal size, pre-numbered manila folder. This action officially opens the case. This folder is called a C folder and will ultimately contain copies of all documents received in, or initiated by, CI that are pertinent to the particular case.

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4. Eighteen items of information are available in the requesting document and its attachments and are entered on the Form 126a, when the case is opened and on twenty-one succeeding documents as they occur.* Fifteen additional items of information, which are not entered on the Form 126a, but which are entered on the twenty-one succeeding forms, are also available in the requesting document and its attachments at the time the case is opened. (See Tab B) Only three of a total of thirty-six items entered on forms during the processing of a C case are not available in the requesting document or its attachments at the time the case is opened.

5. The preparation of the Form 126a on a Flexowriter with an eight channel programmatic attachment could produce, as a by-product, a program tape which could be used to transfer the twenty-one succeeding forms prepared in CI.

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*Twenty-eight different forms are prepared in CI. Of these, 23 forms, one is the 126a, three did not occur during the 12 month sampling period, one is not related to the processing of the case, one is a log sheet containing many entries, and one is a 3x5 card used to log cables concerning individuals on whom a C folder might be opened at a later date.

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the eighteen items of information typed on the Form 126a. The cost of typing and proofing these eighteen items would be \$1,655.40 per year (586 productive manhours). Fifteen additional items of information which are available at the time the case is opened, but which are not entered on the 126a, could be punched into this same program tape at the time the 126a is being typed, and thus be entered on the twenty-one succeeding forms prepared in CI [REDACTED]. The cost of typing and proofing these fifteen additional items of information would be \$1,308.00 per year (463 productive manhours). (See Tab C)

6. A Flexowriter can reproduce from a program tape at the rate of 100 words per minute. This compares to a speed of about 40 words per minute for an average typist on a manual typewriter. However, the time lost in operating the Flexowriter, including the handling of the tapes, and bypassing, would reduce its reproduction speed to about 60 words per minute. The time required to reproduce, manually, at 40 words per minute, that portion of the twenty-one forms that could be reproduced from the Flexowriter tape would be 1034 productive manhours at a cost of \$2,791.80 per year. The time required to reproduce these same forms, by Flexowriter, at 60 words per minute, would be 692 productive manhours at a cost of \$1,868.40 per year. (See Tab C)

7. Eight percent of the total information entered on all forms prepared in CI [REDACTED] is not available at the time the case is opened, and thus could not be punched into the program tape. The typing and proofing cost of entering this information manually into the appropriate forms would be \$1,150.63 per year (405 productive manhours). (See Tab C)

8. The present system of preparing forms directly related to the processing of C cases in CI [REDACTED] costs \$8,896.76 a year (3145 productive manhours). A Flexowriter application to the preparation of these forms would reduce the annual cost to \$5,982.43 (2146 productive manhours). This could represent an annual savings of \$2,914.33 (999 productive manhours). (See Tab C)

9. An eight channel programmatic Flexowriter would be required to accomplish the desired results in CI [REDACTED]. The cost of this equipment would be approximately \$4,500.00. Thus, unless the Agency has a Flexowriter available which is not being used, the first eighteen months of savings in operating costs would be used to amortize the cost of the Flexowriter equipment. Since the expected life of a Flexowriter is eight years, a Flexowriter application in CI [REDACTED] could save \$18,814.64 in operating costs over a period of the Flexowriter's life.

10. Conclusion:

The manhour savings resulting from a Flexowriter application in CI [REDACTED] amount to 999 productive manhours per year, a little more than two-thirds of the annual productive manhours of one employee. However, the installation of a Flexowriter should be based on tangible benefits in addition to these. It would be justified only if CI [REDACTED] can use the manhours saved in one of the following ways:

- a. Eliminate unnecessary tasks presently being performed in CI [REDACTED] combine these manhour savings with the manhours saved by a Flexowriter, and reduce the workforce accordingly.

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- b. Eliminate unnecessary processing steps, combine the resulting manhour savings with the manhours saved by a Flexewriter, and reduce the workforce accordingly.
- c. Apply the manhours saved by a Flexewriter to required work which has not been performed in the past due to the absence of available manhours.

11. Recommendation:

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It is recommended that a Flexewriter not be installed in CI, unless the manhour savings resulting from a Flexewriter application can be used in one or more of the ways described in paragraph 10 above.

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12. If CI decides to install a Flexewriter at a later date, it is recommended that all new forms, as they are designed, or existing forms as they are scheduled for reprinting, be designed or revised to conform with the requirements of the Flexewriter system.

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Attachments:

Tabs A, B & C

Distribution:

06 1 - Addressee

1 - Mgt/S

Mgt/S [redacted] js (25 Feb 60)

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